

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME (formerly known as "Visitation") WHEN PATERNITY AND CUSTODY HAVE ALREADY BEEN ESTABLISHED

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- *"Summons"*
- *"Order and Notice for the Parent Information Program"*

Make **4** copies of the *"Petition to Establish First Court Order for Parenting Time"* after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO FIVE (5) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 4 - COPIES FOR COURT ADMINISTRATION: <ul style="list-style-type: none">• <i>"Petition to Establish First Court Order for Parenting Time"</i> SET 5 - COPIES FOR THE ASSIGNED JUDGE: <ul style="list-style-type: none">• <i>"Petition to Establish First Court Order for Parenting Time"</i>

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
NorthWest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all five (5) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of \$166.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of **Copies**
- ✓ The Other Party's Set of **Copies**
- ✓ The **Copies** for Court Administration
- ✓ The **Copies** for the assigned judge

STEP 4: Take the copies for **Court Administration and the assigned judge to:**

In Phoenix: Family Court Administration
Central Court Building, sixth (6th) floor
201 W. Jefferson.

In Mesa: Court Administration
Southeast Judicial Complex, second (2nd) floor
222 E. Javelina Drive

In Surprise: Court Administration
Northwest Regional Court Facility
14264 West Tierra Buena Lane

Court Administration is Open Monday through Friday, 8am until 5pm. Court Administration will keep one of the copies, and forward the other copy to your assigned judge.

STEP 5: Read the packet at the Self-Service Center called “Service of Court Papers” that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.